



University of South Carolina Upstate

POSITION AVAILABLE

POSITION:	Registrar (State Title: Student Services Manager I) Records and Registration Requisition No. 002900
JOB DESCRIPTION:	The Registrar is responsible for the overall administration for the office of Records, Registration and Veterans Affairs. This includes academic course planning, graduation, degree validation, maintain FERPA compliance and budgeting. SunGard Banner experience preferred.
MINIMUM JOB REQUIREMENTS:	Bachelor's Degree plus 7 years of related experience or a Master's Degree plus 5 years of related experience in areas such as records administration, catalog preparation and implementation of academic policies.
SALARY:	Salary commensurate with education and experience, band 6
APPLICATION DEADLINE:	Open until filled
APPLICATION PROCESS:	USC Upstate requires individuals to complete an online application to apply for this position. Visit www.uscupstate.edu/jobs for additional information and on line application submission instructions.